

# To review, or **not** to review?



## 5 questions to ask yourself before deciding to review

1

### Can I meet the deadline?



Can you realistically digest the paper and formulate thorough feedback before the due date? An author will always appreciate a constructive review but not if it will delay the publication of their work.

2

### Does this paper focus on a topic within my area of expertise?



Remember, specialists and generalists both have roles to play within the review process. Could your review provide valuable insights?

3

### Do I know my own limitations within the field?



When a negative review is unjustified, it's often due to a reviewer being unaware of the gaps in their own knowledge. It's important to be honest with yourself. Are you well-informed enough to offer useful feedback?

4

### Do I have a neutral attitude toward the author(s)?\*



If your relationship with them may make your review biased, you need to decline the invitation. Similarly, if you have read a pre-submission draft of the manuscript, it may also contribute to bias.

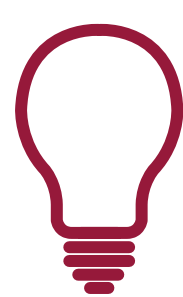
5

### Do I know a suitably qualified colleague?



Suggesting an alternative to the editor when declining an invitation can help fellow academics to collect reviews for their works.

#### \*NOTE



You will not know the name of the author if you are undertaking a review for a journal with a double blind peer review process. However, you should contact the editor if you suspect you know the identity of the author.

Now you've made your decision – let the journal know quickly! Whether you plan to accept the invitation or decline it, the journal will be very grateful for a prompt response.

Go to [WileyPeerReview.com](https://www.wiley.com/peerreview) for more information on successful reviewing.

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